




MEETING DATE: 03/07/05
ITEM NO. //

COUNCIL AGENDA REPORT

DATE: MARCH 3, 2005

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: ADOPT RESOLUTION CONTINUING CERTAIN DEPARTMENT FEES, RATES AND CHARGES, AND AMENDING CERTAIN FEES, RATES, AND CHARGES

RECOMMENDATION:

1. Open and hold the public hearing.
2. Close the public hearing.
3. Adopt the resolution continuing certain department fees, rates and charges, and amending certain fees, rates and charges.

BACKGROUND:

Fees recommended for adjustment in FY 2005/06 fee schedule are for specialized services, the costs of which should not be borne by the general public. These service cost impacts, if not recovered by fees, would be required to be funded from the Town's General Fund revenue stream that currently pays for vital shared services in the community such as public safety, parks and public works, community services and libraries.

The Town's Financial Policies require that "fees are maintained to provide for cost recovery based on the cost of the Town providing the services." To comply with this policy, the Town periodically reviews its cost of providing services and recommends appropriate increases in fees supported by the updated cost data. Town Council approved comprehensive fee increases last April 2004, effective July 2004. Specifically for fees charged in association with development activities, California law requires a 60-day period between approval of the Fee Resolution and implementation

PREPARED BY: **STEPHEN D. CONWAY** 
Finance & Administrative Services Director

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Reviewed by: PSS Assistant Town Manager OK Town Attorney _____ Clerk _____ Finance
_____ Community Development Revised: 3/3/05 4:59 pm

Reformatted: 5/30/02

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of the new fee. Because the Town's Fee Schedule (Exhibit to Attachment 1) contains a number of development-related fee changes, staff recommends an effective date of July 1, 2005 (116 days) for all fees contained within the FY 2005/06 Fee Schedule.

In October 2004 the Town contracted with Public Resource Management Group (PRM), a firm whose expertise focuses on the development of user fees and cost studies in accordance with state and federal guidelines. PRM was hired to perform a comprehensive Town-wide update to the detailed cost of service data using current Town costs.

The study was performed under the general direction of the Finance Department with the participation of the Community Development, Community Services, Library, Parks and Public Works, and Police departments. The primary goals of the study were to update last year's cost data, review and update staff time estimates on labor hours associated with providing fee related services, adjust costs for departmental staffing changes and re-organizations, and update the Town's Cost Allocation Plan to provide proper allocation of overhead, an essential piece of the cost of service and related fees, across all fee related activities in all Town departments. A copy of the full study with all supporting cost detail is available to the Council and public for review by contacting the Town's Finance Department.

DISCUSSION:

PRM Group recently completed its detailed review and update of last year's cost data, incorporating current costs and comparing them with their associated fees and charges imposed by the Town. The cost analysis began with an examination of current service delivery costs by department, updating staffing and service delivery assumptions in terms of cost factors such as staff time required to provide the service including additional supplies and other services costs, if any, that are generally necessary. As part of that effort, direct labor costs of staff providing services is updated with current salary and benefit data. The end goal of the current year revisions is to more accurately reflect changes in service level delivery, service responsibilities, service efficiencies, etc. by department.

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Another important component of the fee study was an update of the Town's Indirect Cost Allocation Plan. This plan identifies administrative and management overhead support and allocates it on an equitable basis to departments providing direct line public service. Overhead costs distributed on this basis were from departments such as Town Manager, Finance, Town Attorney, and Human Resources. The cost plan allocates an appropriate amount of this Town-wide indirect overhead cost to all Town departments providing direct services to the community such as the Police, Community Development, Parks and Public Works, and Community Services. This indirect component is added to the direct costs of front-line service departments, in order to provide a complete picture of all costs of providing fee-for-service activities.

Current cost data including "direct" costs and appropriate "overhead" was then matched to updated cost inputs such as labor hours needed to deliver a particular service, allowing the Town to calculate an accurate assessment of Town costs to provide fee-for-service activities.

Determining the full cost of providing services is important because this data can be used to determine if, on a "full cost" basis, the Town is recapturing all its costs for fee-related activity, identifying any shortfalls over potential charges in excess of actual cost that need to be adjusted. This information is useful in setting rates for next fiscal year so that appropriate levels of cost recovery can be recommended to the Town Council.

Although cost of service data is a significant factor in determining the level of fees to charge, it must be balanced with a number of other factors that influence the actual fee recommended to the Town Council. Other factors include prior Town actions wherein certain non-profit activities received discounts for use of Town facilities, market supply and demand, affordability and parity with surrounding jurisdictions. As part of this year's plan, PRM prepared a fee survey comparison of selected fees which was used where feasible to compare like services with the local market rate charged by other local governments (Attachment 2). The fee comparison once again confirmed that in many cases it is very difficult to compare fees between the Town and other local governments. Typical differences in fees charged between local governments are: (1) cost recovery goals for the local government, (2) the date the last cost analysis was performed by the local government, (3) and marked differences in each local government's level of service.

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A review and comparison by PRM of Town staff time required for some selected development review/private development activities indicates that the level of service required in this community surpass those of other local jurisdictions for similar services. The level of service expected by our community does have a financial cost associated with that activity that must be accounted for and either charged as a fee, subsidized by the General Fund as a "community benefit" or changed indirectly by adjusting policies and community expectations regarding staff services associated with private development activity.

Upon completion of the update of the Town's current cost of service charged, the PRM study reveals that the Town's current fee structure is not completely recapturing the current costs of providing services. Overall, the Town is experiencing an 82% cost recovery level for fee-related services. This means that the users of these specialized services are not paying the full cost of the services provided to them.

Due to the disparity between cost of service and current fees charged, staff is recommending various levels of fee recovery with the goal of achieving as close to full cost recovery as possible. The percentage of cost recovery data for each individual fee is available to the public in the detailed fee study. Though substantial increases would be allowable under the Town's financial policies, Town staff recommends an approach of phasing in fee increase adjustments over a number of years until costs are recovered by the fee, or until policy changes as to level of service required or the application of streamlining opportunities can be implemented by the Town.

Special Event Permit Fee

Included in the consultant study was a review of costs associated with the Town's involvement in special events activities. Town cost data associated with these events gets more refined every year as we continue to track our labor hours associated with special events.

The Town issues Special Event Permits for three types of events: first, events for which the Town is a sponsor or co-sponsor; second, events in which the Town is not involved except as a permit issuer; and third, events in which the Town has some involvement but not a well-defined role as a sponsor or co-sponsor. The Special Event Permit program is administered by the Police Department.

The Town currently is a sponsor or co-sponsor of a number of annual special events, including Los Gatos Celebrates the 4th of July, Music in the Park, and Screen on the Green. A Special Event Permit is issued for each of these events, but no fee is charged.

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Events in which the Town is not involved except as permit issuer include The Great Race and Fiesta De Artes. Events in this second category receive a Special Event Permit and pay a Special Event Permit fee. In addition, event sponsors must reimburse the Town fully for actual costs incurred for the special event, such as for Police Officers assigned to traffic control. The Special Event Permit fee has two levels, one for non-profit events, and one for profit-related events. Special Event Permit fees are recommended to increase this year, but are still well below full recovery as explained in the Police Department departmental fee change highlight section of this report.

The third category of events, those for which the Town is not an official sponsor or co-sponsor but does have considerable involvement, include the Holiday parade and the Holiday Tree Lighting. Events in this category receive a Special Event Permit, and pay the Special Event Fee. Sponsors of these events are not required to reimburse the Town for any costs incurred for the event, which may be significant. Staff is discussing appropriate cost sharing opportunities with event sponsors. The current practice of Town subsidy of these events creates additional service delivery demands that reduce capacity for ongoing core services. It is ultimately a Council policy decision, however, as to whether or not this subsidy should continue. The Town may want to set limits on the level of contribution to this type of event. If the Town subsidy continues, it should be made clear to the community that the Town is a co-sponsor of these events. Further analysis and tracking of costs is needed before a policy recommendation can be made to Council.

Departmental Highlights

The attached Comprehensive Fee Schedule (Attachment 1) is the master Town document which includes detail of all fees charged by the Town. The Fee Schedule Recommended Changes (Attachment 3) highlights any proposed fee changes for FY 2005/06. In addition to this document, each department has provided highlights of certain fee changes or newly proposed fees it felt were relevant for further discussion/explanation as follows:

A. Community Development

Based on the fee adjustments that were approved last year, the Community Development Department is approaching full cost recovery for its fees. Two modifications are proposed to ensure that fees are adjusted annually to achieve ongoing cost recovery. The proposed annual changes will keep fees aligned with changes in operating and/or construction costs and will alleviate the need for dramatic increases in Community Development fees in the future. The proposed changes are described below:

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Planning Division Fees:

Beginning with Fiscal Year 2005/06, development fees effective on July 1, 2005 will be adjusted annually adjusted based on the higher of two factors:

- The Consumer Price Index (San Francisco All Urban Consumers) published in December of the current year, or
- The actual calculated increase in operating costs for the Community Development Department for the current year as substantiated in the updated Town's Cost Allocation Plan.

For FY 2005/06, Planning Division fees will increase by approximately 4% to cover the calculated average increase in departmental operating costs. By way of example, the Architecture & Site Approval fee for a typical single family dwelling will increase by approximately \$127.00 effective July 1, 2005.

One new fee discussed below is recommended to be added to the Planning Division Fee Schedule. The fee contemplated is similar to the fee now proposed in the Parks and Public Works Department and is titled the "Pre-Application Conference Fee." The fee was formerly recovered by Planning as part of the "Request for Service Not Covered by Another Fee)

Pre-Application Conference Fee - This fee is to reimburse the Town for cost of engineering staff who provide consultation to residents or their designee during pre-application meetings with the Community Development Department, at the request of the property owner or their designee. The actual cost of service will be charged. This service has been delivered at no charge to applicant/designee. The fee is intended to be invoked administratively when staff time is expected to exceed one-half hour.

Building Division Fees:

An annual adjustment to building permit and plan check fees will be based on the Building Cost Index (BCI) to reflect changes in construction costs. The BCI is a nationwide index of construction costs used by the industry to establish cost estimates for new construction. Based on the use of this index, for FY 2005/06, Building Division fees will increase by approximately 8.3%. By way of example, the Building Permit fee for a 2,500 sq.ft. home will increase by approximately \$285.00 effective July 1, 2005. Total recommended fee increases for the Building Division are estimated to approach nearly 100% recovery of costs related to inspection services next fiscal year as compared to approximately 94% in the current year.

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Miscellaneous CDD Fee Adjustments:

In addition to the annual indexing of fees discussed above, there will be two (2) fee additions or adjustments, as follows:

Building Fees

1. A reduction is proposed in the standard valuation for Commercial Tenant Improvements to more accurately reflect the true cost of tenant improvements (TI) projects. The standard valuation is currently set at \$94.80 per square foot and is proposed to be reduced to \$47.40. This adjustment is based upon a review of TI projects and construction pricing information from contractors.
2. The standard valuation for single family hillside homes is proposed to be increased from \$214 to \$300 per square foot to more closely reflect the cost of providing building services to hillside projects and the actual valuation of these projects. The Town currently uses the same valuation for hillside and non-hillside homes. Town building inspectors perform approximately 30% more inspections and spend a significantly greater amount of time on hillside homes. This adjustment is based on a comparison of the required number of inspections for non-hillside and hillside homes and also on a survey of the home valuation factors used by other municipalities. By way of example, the Building Permit fee for a 5,000 sq.ft. hillside home will increase by approximately \$1,950.00 effective July 1, 2005.

B. Community Services

No adjustments to the Community Services Department fees are proposed for FY 2005/06 as current fees charged are at or near the top of the comparable market rates as informed by a fee comparison made by the department.

C. Parks and Public Works

Beginning with Fiscal Year 2005/06 and for future fiscal years, Parks and Public Works fees effective on July 1, 2005 will be annually adjusted based on the higher of two factors:

- The Consumer Price Index (San Francisco All Urban Consumers) published in December of the current year, or
- The actual calculated increase in operating costs for the Community Development Department for the current year as substantiated in the updated Town's Cost Allocation Plan.

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Parks and Public Works staff examined their current fee schedule more in depth for two specific programs, focusing on Engineering services/Capital Projects/Development Activities and Parks Fees. This year was the first in depth review conducted of parks program related fees. Town staff reviewed the findings with PRM and recommends increases or changes to certain fees based on the review. Staff recommendations for Engineering/Capital Projects/Development Activities and Parks fees follows. Fees for FY 2005/06 were set to recover actual costs or some recommended level of actual costs, all of which exceeded CPI increase of 2.5%.

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Engineering and Capital Projects-Development Activities

The PRM study estimates the current cost recovery for engineering-related fees is about 91%. This is in part due to the fee increases adopted last year. Current fee recommendations are set at nearly 100% cost recovery for all engineering-related fees. Several new fees are also recommended to recover costs for service not currently collected.

New Fees For Service

New fees for services that are added to the schedule are the Site Distance Analysis fee, Pre-Application Consultation Fee, Data Duplication Services and Fees, and Request for Service Not Covered by Another Fee. Town staff determined that fees should be established for these services. Additionally, staff verified that other jurisdictions currently charge or intend to charge for these services. The proposed cost recovery fees are as follows:

1. Site Distance Analysis Fee - This fee is to reimburse the Town for Traffic Engineering services when the Town's Traffic Engineer conducts on-site field reviews for site-distance analysis along public or private roadways with privately owned fences and landscape issues. This service has been delivered at no charge to residents/designees over-the-counter and is recommended only when requests necessitate on-site reviews by the Town. Proposed fee will be \$150.00 per on-site review, up to two (2) hours, and actual cost for additional on-site reviews exceeding two (2) hours.

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2. Pre-Application Conference Fee - This fee is to reimburse the Town for cost of engineering staff who provide consultation to residents or their designee during pre-application meetings with the Community Development Department, at the request of the property owner or their designee. The actual cost of service will be charged. This service has been delivered at no charge to applicant/designee. The fee is intended to be invoked administratively when staff time is expected to exceed one-half hour.
3. Data Duplication Services and Fees - This revised fee is for digital file duplication and copying requests, for one of the nearly 100 digital standard Town data files (aerial maps with property lines, etc) to copy to either a printer, plotter or CD format. Staff time to download, set up and print this electronic data and the materials cost are included in the fee. The fee is consistent with other local municipalities with digital file data and is a revision and clarification of the Digital Topography and Photography Fee service using the same digital data files. The revised fee will be charged to "download" and plot each digital file with specific request for partial or full file data, and also depends upon how many digital files are provided, and in which format it is provided- printed on printer, plotter or copied onto a CD. The recommended fees are \$25 per digital file for small format using a standard printer, \$75 per digital file for large formats using the plotter and \$100 per digital file copied onto a CD.
4. Request For Service Not Covered By Another Fee - Actual staff cost for service provided for which there is no other fee. This is to recover costs for staff time provided to the community for services not identified on the fee schedule. (Similar to Community Development's Fee of same name).

Parks Services

This year was PRM's first in-depth fee study of the Parks Program. The fee study confirmed that while the majority of park services are funded by the Town's General Fund and accordingly not fee supported, the existing fee structure does not completely capture the current costs of providing services intended to be funded by fees such as park reservations or use of the bandstand. The cost recovery rate for these types of services currently averages about 76%, with some fees at a lower cost recovery rate and others at a higher rate. To reduce this gap between the cost of service and current fees charged, staff proposes to increase park use fees with the goal of achieving a closer cost-recovery, while also continuing to provide Los Gatos residents discounts for park use fees and a fee

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exemption for parking. This exemption and discount fee policy is recommended to continue in an effort to meet resident expectations as park use fees increase. The proposed rate increases will bring cost-recovery to approximately 80% for parks program fees. Staff believes an acceptable approach will be to phase in adjustments to revenue over a number of years until costs are recovered by the fee, or policy changes as to level of service required. The following fee changes and increases are recommended to offset current subsidies:

1. Park Reservation Fees: Staff proposes to change the park reservation fee to a flat rate per site, rather than a discount for multiple sites. The PRM review demonstrated that it costs the same to process and clean one site as for multiple sites, and this change will provide a truer cost-recovery. Additionally, staff recommends to increase the reservation fee for both resident and non-residents, from \$41 to \$75 and from \$76 to \$100 per site, respectively. It should be noted that Town residents will continue to receive about a 50% discount with this lower park reservation fee, as well as free parking. Both proposed new reservation fees are lower than Vasona County Park's reservation fees (starting at \$125) and will reduce the fee variance with Vasona County Park.
2. Park Use Permits: Increase park use permit fees for special use, and non-reservable parks fees (for any other Town parks when a party or group with 50 or more people attending requires a park use permit). Typically, special use permits are issued for items such as jump houses for children's birthday parties or vehicle escort fees when a Park Service Officer provides supervision of vehicles using the park service roads to drive their vehicle into the park area to drop off or pick up before or after their event. Fees are proposed to increase from \$46 to \$61, and from \$60 to \$80 for residents and non-residents, respectively. Additionally, increase the bandstand hourly rate of resident and non-resident fees for non-profit and private parties, is proposed as listed in the recommended fee schedule.
3. Parking Fee: Increase the fee for non-resident parking at Oak Meadow Park from \$4 to \$5 per day. This fee is only charged to non-residents, and increasing it to \$5 per day will align it with the County of Santa Clara's Vasona Park entry fee. Although it had been discussed as part of the FY 2004/05 budget study session in February 2004 to eliminate the resident exemption for the parking fee at Oak Meadow Park, staff continues to recommend providing this resident exemption. Staff intends to examine the resident parking fee exemption policy on an annual basis, however, at this time staff believes the benefit to the residents may outweigh the small increase in revenue due to limited parking available at Oak Meadow Park.

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4. Organized Recreational Activity Use Fee: Increase the multiple day use permit for ongoing recreational/educational purposes for residents from \$46 plus \$15 per each additional date to \$60 plus \$15 each additional date and for non-residents from \$61 plus \$15 per each additional date to \$80 plus \$15 each additional date. This fee is charged to organized groups, such as the Recreation Department, who schedule educational activities in Town parks.
5. Tree Removal Application Fees: Increase tree removal permit application fee from \$101 to \$110 and for each additional tree from \$50.50 to \$55 per same permit application. Also, staff recommends an increase in the Illegal Tree Removal Administration Fee from \$203 to \$220. This fee is consistent with other communities fees.

Streets Program:

Additional fee for special events is added to the Streets Program Fee Schedule to recover costs associated with special event requests. Currently, the billing rate for services is not fully recovering actual staffing costs. This will align the billing rate for services provided with actual staffing costs that includes overhead, rather than an hourly rate.

D. Library

No adjustments to the Library Department fees are proposed for FY 2005/06. The fines and fees charged by the Los Gatos Public Library are consistent with other local library jurisdictions.

E. Police

Fees in most categories are recommended to increase to reflect rising personnel costs or to directly align with full cost recovery recommendations of the Town's consultant. Fees such as fingerprinting, report copies, clearance letters, non Los Gatos citation sign-offs are recommended to increase by approximately \$5.00 each. Notable more significant fee increases include:

Vehicle Releases - Vehicle release fees are recommended to increase from \$150 to \$232 to achieve full cost recovery as calculated by PRM. This fee was collected 192 times in the past year.

Copies of photographs, audio/video tapes - The current fee is recommended to increase from \$32 for photographs to \$46 and from \$0 to \$46 for photographs on CD and audio/video (new fee, not previously specified). The majority of this fee recovery for copies is the departmental labor cost associated with processing these requests.

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Tow Services Permitting -

Permits for Tow services are recommended to be increased. The fee for an initial Tow Services Permit is recommended to be raised from \$350.00 to \$429.00. The annual renewal for this permit is recommended to be raised from \$120.00 to \$429.00. The Initial permit for a tow truck driver is recommended to be raised from \$120.00 to \$126.00, and the renewal permit from \$75.00 to \$126.00. These fees align fees charged with actual staff costs associated with regulating a business operating in Town based upon the fee study.

Horse Drawn Vehicle and Driver Licensing -

These fees are recommended for an increase, but short of the full cost recovery level recommended by the consultant. There is only one application for these services and full cost recovery would be an excessive increase. Staff recommends increases which are raised from \$98.00 to \$150.00 for the initial application processing of a horse drawn vehicle operating in Town, and raising the fees for the driver permit, vehicle permit, and for the renewal of those permits from \$50.00 to \$100.00 each.

Special Event fees - These fees are divided between "for profit" and "non-profit." For profit fees are recommended to increase from \$400 to \$500 and non profit fees increase from \$100 to \$125. These proposed increases are less than recommended by the consultant for full cost recovery (\$710 for profit and \$289 for non profit) yet begin to move closer to actual recovery of costs.

Firearms Dealer - This fee is recommended to increase from \$300 to \$576 achieving full cost recovery. Currently there is only one valid firearms dealer application on file with the Town.

False Alarm Response - This fee has remained stable for several years and serves as an incentive to residents and business owners to install and maintain alarm systems. The fee becomes active following two police responses to a false alarm within a six month period. The fee structure is graduated and has been set at \$75, \$150 and \$250 for the third, fourth and fifth alarm responses. Subsequent responses are billed at \$250. Due to increasing operational costs and the impact of false alarm response on the ability to respond to other priority calls, it is appropriate to increase the fee. The new fee is recommended to be \$100, \$200 and \$300 with subsequent responses billed at \$300.

Parking related fees - Fees for permit parking areas are recommended to increase from \$25 to \$35 per year, permits for a resident's special event is increased from \$5 to \$10 for the first vehicle and from \$1 to \$2 for each additional vehicle. Lost and damaged permit replacement increase \$5. Fees for construction vehicles in permit areas increase from \$10 to \$25 for the first day and from \$2 to \$5 for each additional day. Employee parking permits are purchased by employees working within the Olive Zone. There are no fee increases for employee parking permits recommended this year.

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F. General Administration

Only the passport fees have been changed as allowed per the United States State Department, effective March 8, 2005. It should be noted that the passport fee service is recommended to be terminated effective July 2005 as part of the FY 2005/06 budget proposal.

CONCLUSION:

Staff recommends that Town Council approve the attached adjustments to the Town Fee Schedule to be effective July 1, 2005.

ENVIRONMENTAL ASSESSMENT:

The Town's fee resolution is not a project subject to CEQA.

FISCAL IMPACT:

The Town's financial policies require that fees be maintained to provide for cost recovery for fee related services. The initial FY 2005/06 departmental budget proposals submitted to achieve a structural balance between operating revenues and operating expenditures include approximately \$305,500 of additional revenue enhancements. The revenue enhancements were generated through a combination of adjusting existing fees to achieve closer cost recovery and the continuing evaluation of workload and departmental service delivery for new service fee opportunities. The fees enhancements will aid in decreasing the Town's subsidization of private activity in adherence to the Town's financial policies.

Staff will incorporate the estimated revenue increase into the Town's FY 2005/06 Operating and Capital Budget using conservative volume of activity projections. As stated earlier, staff is in some cases recommending a lower cost recovery percentage/fee than required to recover full costs, based on policy considerations or with the intention of phasing the increase to full cost recovery over a period of years.

Attachments:

1. Resolution Adopting Continuing Department Fees, Rates, and Charges and Amending Certain Fees, Rates, and Charges (Comprehensive Fee Schedule)
2. Fee Schedule - Selected City Comparisons
3. Fee Schedule - Recommended Changes

Distribution: Regular

RESOLUTION NO.

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ADOPTING CONTINUING DEPARTMENT FEES, RATES, AND CHARGES, AND
AMENDING CERTAIN FEES, RATES, AND CHARGES**

WHEREAS, that the Town of Los Gatos Financial Policies require an annual evaluation of the Schedule of Fees and Charges to ensure that recovery of the cost of providing services is recovered where appropriate, and the last review was on April 19, 2004,

WHEREAS, that certain fees for General Administration, Community Development, Community Services, Parks and Public Works, Library, and Police be adopted.

WHEREAS, that those fees that are currently in effect will continue and remain in effect without interruption, but shall be increased to reflect increased costs of providing service,

RESOLVED, that Resolution 2004-57 adopting departmental fees, rates, and charges is hereby rescinded,

RESOLVED, that the Town Fee Schedule, attached hereto as Exhibit A, shall become effective July, 1, 2005

PASSED AND ADOPTED at a regular meeting of the Town Council held on ____ day of ____, 2005 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

**MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA**

ATTEST:

**CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA**

Town of Los Gatos
FY 2005/06
Comprehensive Fee Schedule
Incorporating Recommended
Fee Changes

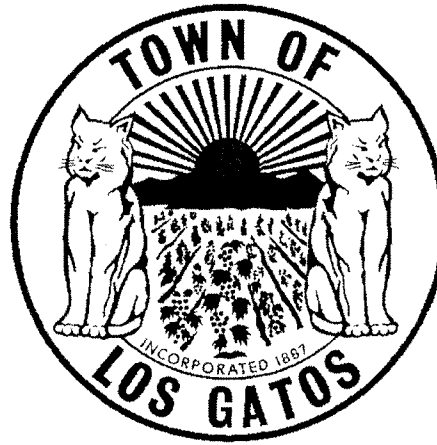


EXHIBIT A

TOWN OF LOS GATOS FEE SCHEDULE

The following Fee Schedule is effective July 1, 2005 through June 30, 2006, unless updated by Town Council through the public hearing process. This fee schedule provides for a minimum annual adjustment for those fees that are directly related to personnel costs. Other adjustments may be made to maintain consistency with the surrounding municipalities within the Town of Los Gatos region but in no case are fees charged in excess of service delivery costs.

GENERAL ADMINISTRATION

Passport Fee

| | |
|------|--------|
| Town | \$4.00 |
|------|--------|

U.S. Department of State Passport Fees*
(fees subject to change at any time by law)

| |
|-------------------------------|
| \$34.00 (execution) |
| \$52.00(Age15 and Under) |
| \$67.00(Age 16 and Over) |
| \$67.00 (Adult Renewal) |
| \$60.00(Expedited Service) |

Fee for Use of Town Hall
Facilities (Council Chamber)
Cleaning and Utility Fee

| |
|---|
| \$20.00 for one hour, plus \$10.00 for each additional hour |
|---|

Copy of Town Code

| |
|----------|
| \$435.00 |
|----------|

Public Service Counter Research

| |
|------------------|
| \$30.00 per hour |
|------------------|

Copying Charge

8 1/2" x 11

| |
|----------------|
| \$.10 per page |
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11 x 17

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|----------------|
| \$.35 per page |
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Annual Subscription for Quarterly Town Code Supplements

| |
|----------|
| \$100.00 |
|----------|

Copy of Zoning Ordinance

| |
|----------|
| \$ 45.00 |
|----------|

Annual Subscription for Quarterly Zoning Ordinance Supplements

| |
|----------|
| \$ 25.00 |
|----------|

Certified Copy of Birth Certificate

| |
|----------|
| \$ 12.00 |
|----------|

| | |
|--|--|
| Certification of Town Records | \$ 1.00 |
| Annual Financial Report | \$ 25.00 |
| Annual Budget | \$ 35.00 |
| Capital Improvement Plan | \$ 25.00 |
| Schedule of Meetings (annual mailing list) | \$ 6.00 |
| Council Agendas (annual mailing list) | \$ 24.00 |
| Council Minutes and Agendas (annual mailing list) | \$ 65.00 |
| Tapes of Council or Planning Commission Meetings | \$ 10.00 (first tape) \$ 6.50 (each add'l tape) |
| Address Change Fee | \$ 50.00 |
| Returned Check Fee | \$ 20.00 |
| Election Filing Fee | \$ 25.00 |
| Ordinances and Resolutions | \$ 4.00 |
| Non-Profit/Exempt Business License Application Processing Fee | \$ 25.00 |

*U.S. Department of State fees subject to change at any time by law.

COMMUNITY DEVELOPMENT DEPARTMENT

The following Fee Schedule for the Community Development Department will be adjusted annually either by the December Consumer Price Index (Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area) or by the percentage increase in actual operating costs for the current year - whichever is higher.

BUILDING DIVISION

1. General

- | | |
|--|---------------------------|
| A. Plan Copies: microfiche or other reprints sent to an outside firm | Actual cost |
| B. Document Storage Fee-Microfiche | Actual cost |
| C. Duplicate Inspection Card | \$27.00 |
| D. Duplicate Plans Set | \$102.00/hr (½ hr min) |

2. Building Permit Fees

- | | |
|-----------------------------------|----------|
| A. <u>Permit Issuance</u> | |
| Fee for issuing a Building Permit | \$32.00 |
| Additional Building Permit fee | \$10.00 |
| B. Demolition Permit | \$184.00 |

C. Building Permit Fees for New Construction and Addition

The fee for each building permit shall be based upon the 1997 Uniform Building Code as amended by the 2001 California Building Code

| <u>Total Valuation</u> | <u>Fee</u> |
|-------------------------|--|
| \$1.00 to \$500.00 | \$23.50 |
| \$501.00 to \$2,000.00 | \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 |
| 2,001.00 to \$25,000.00 | \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 |

| | |
|--------------------------------|---|
| \$25,001.00 to \$50,000.00 | \$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00 |
| \$50,001.00 to \$100,000.00 | \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00 |
| \$100,001.00 to \$500,000.00 | \$993.75 for the first \$100,00.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00 |
| \$500,001.00 to \$1,000,000.00 | \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and over | \$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof |

D. Building Valuation Fee

A building valuation multiplier of 2.32 shall be used in conjunction with the Building Valuation Data provided in the publication, Building Standards, published by the International Conference of Building Officials for November-December, 2002, except for Hillside Homes and Commercial Office Tenant Improvements. Their multipliers will be 3.246 and 1.16, respectively. Annually, the building permit fees will be increased by the February Annual Building Cost Index.

E. Building Permit Fees for Remodels, Alterations, and Repairs

The Building Official shall establish the valuation of said improvements, and fees will be assessed as per Schedule 2.C above.

F. Special Services & Inspections

| | |
|---|--------------------------|
| Inspection outside normal business hours (4 hr min) | \$87.00/hr |
| Re-inspection fees | \$87.00/hr |
| Inspections for which no fee is specifically indicated | \$87.00/hr (2/hr min) |
| Additional plan review required by changes, additions or revisions to plans (1 hour min) | \$114.00/hr |
| For use of outside consultants for plan checking and/or inspections | Actual costs |
| Services for which no fee is specifically indicated (½ hr min) | \$98.00/hr |

| | |
|---|-------------|
| Permit/Plan check time extension (per permit) (applies to permits that have not expired) | \$55.00 |
| Express plan review or initial review (1 hr. minimum) | \$114.00/hr |
| Application for the Appeals Building Board Review | \$125.00 |

G. Plan Review Fee

A plan review fee shall be charged at the time of filing application. This fee is separate from and shall be in addition to building permit fee. This fee is calculated at sixty-five percent (65%) of the building permit fee as per Schedule 2.C above.

H. Other Miscellaneous Factors to Determine Construction Valuation

| | |
|---|--|
| Convert garage to habitable space | \$83.00/sq.ft |
| Convert unfinished basement or attic to habitable | \$90.00/sq.ft |
| Pools/Spas (gunite) | \$53.00/sq.ft |
| Siding - aluminum/vinyl/wood | \$7.00/sq.ft |
| Antennas & Towers | Const. Value As Applied Under 2.C Above |
| Commercial Awning or Canopy: | |
| Aluminum | \$22.00/sq.ft |
| Canvas | \$16.00/sq.ft |
| Fence or Freestanding Wall (over 6' high): | |
| Wood or metal | \$36.00/lf |
| Masonry | \$61.00/lf |
| Decks/Balcony | \$34.00/sq.ft |
| Wood Deck | \$15.00/sq.ft |
| Re-roofs | \$3.00/sq.ft |
| Retaining Walls | \$75.00/lf |

3. Electrical Permit Fees

A. Permit Issuance

| | |
|--------------------------------------|---------|
| Fee for issuing an Electrical Permit | \$32.00 |
| Additional Electrical Permit fee | \$10.00 |

B. Plan Review & Inspection Fees

| | |
|------------------------|------------------------------|
| Plan review fee | 25% of Electrical Permit Fee |
| Additional plan review | \$114.00/hr |
| Re-inspection fee | \$87.00/hr |

C. New Residential Construction

| | |
|--|-------------|
| 1. New buildings only, including garages | \$.10 sq.ft |
|--|-------------|

C-1 Commercial Construction

| | |
|--|-------------|
| | \$.06 sq.ft |
|--|-------------|

| | |
|--|---------|
| D. <u>System Fee Schedule</u> | |
| Private swimming pools | \$44.00 |
| Public swimming pools | \$81.00 |
| For alterations to existing pool, use Unit Fee Schedule E. below | |
| Temporary Power Poles | \$55.00 |
| Temporary distribution system & temporary lighting | \$27.00 |
| Installation of illuminated signs (each) | \$44.00 |
| E. <u>Unit Fee Schedule</u> | |
| 1. Receptacle, switch and lights | \$2.00 |
| 2. Residential appliances/new circuits: | \$6.00 |
| (cook top, oven, range, disposals, clothes dryers, or other motor operated appliances not exceeding one horsepower) | |
| 3. Nonresidential appliances/new circuits: | \$7.00 |
| (medical & dental devices, food, beverage, drinking fountains, laundry machines, or other similar equipment) | |
| Note: for other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Generators/Motors | |
| 4. Photovoltaic system (residential) | \$52.00 |
| 5. Solar systems (including controls) | \$52.00 |
| 6. Power apparatus (generators, transformers, A/C, heat pumps, baking equipment): | |
| Up to 10 KV, each | \$14.00 |
| Over 10 KV not over 50 KV, each | \$22.00 |
| Over 50 KV and not over 100 KV, each | \$44.00 |
| Over 100 KV, each | \$60.00 |
| 7. Motors: | |
| Up to 10 hp | \$14.00 |
| Up to 25 hp | \$22.00 |
| Up to 55 hp | \$44.00 |
| Over 55 ph | \$66.00 |
| 8. Transformers: | |
| Up to 5 KVA | \$14.00 |
| Up to 10 KVA | \$22.00 |
| Up to 50 KVA | \$38.00 |
| Over 50 KVA | \$55.00 |
| 9. Busways/conduits (per 100 ft) | \$7.00 |

| | |
|------------------------------------|---------|
| 10. Service equipment: | |
| 200 amps or less | \$55.00 |
| 201 to 999 amps | \$76.00 |
| Sub-panels | \$27.00 |
| 11. Installation of spas or saunas | \$27.00 |

F. Other Electrical Fees

| | |
|---|---------|
| Duplicate job card | \$27.00 |
| Permit extension (applies to permits that have not expired) | \$55.00 |

4. **Mechanical Permit Fees**

A. Permit Issuance

| | |
|-------------------------------------|---------|
| Fee for issuing a Mechanical Permit | \$32.00 |
| Additional Mechanical Permit fee | \$10.00 |

B. Plan Review & Re-inspection Fee Schedule

| | |
|------------------------|------------------------------|
| Plan review fee | 25% of Mechanical Permit Fee |
| Additional plan review | \$114.00/hr |
| Re-inspection fee | \$87.00/hr |

| | |
|--|-------------|
| C. New Buildings only, including Garages | \$.10/sq.ft |
|--|-------------|

D. Unit Fee Schedule

| | |
|--|---------|
| 1. Installation, of each heating system, A/C, boiler, compressor or air handler | \$27.00 |
| 2. Each duct repair or alteration | \$10.00 |
| 3. Each fireplace appliance | \$22.00 |
| 4. Each ventilating fan | \$10.00 |
| 5. Installation of separate flue or vents not included with the installation of an appliance | \$10.00 |
| 6. Installation of each hood with mechanical exhaust: | |
| Residential | \$22.00 |
| Commercial | \$81.00 |
| 7. Each new or repair of gas piping system | \$49.00 |
| 8. Each additional gas outlet | \$15.00 |
| 9. Installation of evaporative cooler | \$22.00 |

E. Other Mechanical Fees

| | |
|---|---------|
| Duplicate job card | \$27.00 |
| Permit extension (applies to permits that have not expired) | \$55.00 |

Plumbing Permit Fees

- A. Permit Issuance
- | | |
|-----------------------------------|---------|
| Fee for issuing a Plumbing Permit | \$32.00 |
| Additional Plumbing Permit fee | \$10.00 |
- B. Plan Review & Re-inspection Fee Schedule
- | | |
|------------------------|----------------------------|
| Plan review fee | 25% of Plumbing Permit Fee |
| Additional plan review | \$114.00/hr |
| Re-inspection fee | \$87.00/hr |
- C. New Residential Construction \$.10 sq. ft
- New buildings only, including garages
- D. System Fee Schedule
- | | |
|--|---------|
| Private swimming pools | \$66.00 |
| (including heater, water piping, gas piping) | |
| Public swimming pools | \$98.00 |
| (including heater, water piping, gas piping) | |
| Lawn sprinkler system on one meter | \$27.00 |
| Each new or repair of gas piping system | \$49.00 |
| Each drainage, sewer system | \$27.00 |
| Radiant floor heating system | \$81.00 |
- E. Unit Fee Schedule
- | | |
|---|---------|
| 1. Each plumbing fixture or trap or set of fixtures on one trap | \$10.00 |
| 2. Each sewer cleanout, backflow device | \$10.00 |
| 3. Each septic system abatement | \$81.00 |
| 4. Rainwater systems - per drain (inside building) | \$10.00 |
| 5. Each water heater, water softener | \$22.00 |
| 6. Each grease interceptor (750 gallon capacity) | \$55.00 |
| 7. Each grease trap (1-4 fixtures) | \$32.00 |
| 8. Residential water re-piping | \$81.00 |
| 9. Each ejector/sump pump | \$27.00 |
| 10. Each vacuum breaker/hose bib | \$10.00 |
| 11. Each water piping system repair or replacement | \$16.00 |
| 12. Each additional gas outlet | \$16.00 |
- F. Other Plumbing Fees
- | | |
|---|---------|
| Duplicate job card | \$27.00 |
| Permit extension (applies to permits that have not expired) | \$55.00 |

G. State of California Title 24 Part 2 Energy and Accessibility Code and Regulation Plan Review and Inspection Fees

A surcharge shall be added to the building permit fee for the cost to plan review and inspect for compliance with State of California Title 24 Regulations. This fee is calculated at fifteen percent (15%) of the building permit fee. This fee is applied whenever a plan review is assessed.

H. Computer Surcharge on Building/Plumbing/Mechanical and Electrical Permits

4% of Permit with \$1 minimum

PLANNING DIVISION

The fees listed below constitute all fees imposed by the Planning Division. Certain types of applications must be reviewed/processed by other departments/agencies which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. Where the term "actual cost(s)" is used here it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

Fees for Additional Processing

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

Fees for Lack of Progress

If additional information is required by the Town for an application and the requested information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any re-submittal after one year will be processed as a new application, subject to new fees.

Fees for Major Projects

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

Surcharges: All of the following applications are subject to the surcharge fees as set forth in Section 5.H.

1. Zoning Approvals

A. Architecture and Site Applications *

(1) Development Review Committee (DRC) Approval

| | | |
|----|--|------------|
| a. | New single family detached (HR & RC zone) | \$4,672.00 |
| b. | New single family detached (HR & RC zones) per unit, as part of a Planned Development | \$3,505.00 |
| c. | New single family or two family units | \$3,312.00 |
| d. | New single family or two family (any other zone) per unit, as part of a Planned Development | \$2,484.00 |
| e. | Minor projects (a development proposal that does not significantly change the size, mass, appearance or neighborhood impact of a structure, property or parking lot) | \$1,260.00 |

(2) Planning Commission Approval

| | | |
|----|---|------------|
| a. | DRC applications as determined in Section 1.A.(1) or minor residential development applications that require Planning Commission approval (this fee supplements the fee established in Section 1.A.(1) and Section 1.F) | \$1,825.00 |
| b. | New two family unit | \$3,312.00 |
| c. | New nonresidential | \$5,150.00 |
| d. | New multiple family | \$4,684.00 |
| e. | Demolition request with a Planned Development application | \$1,260.00 |
| f. | All other (i.e.: exceed FAR, major grading, etc.) | \$3,086.00 |

* Aside from the fees noted above, no additional Architecture and Site application fees will be assessed for projects that involve an historic structure or site.

B. Conditional Use Permits

| | | |
|----|--|------------|
| 1. | Conditional Use Permit | \$3,570.00 |
| 2. | Conditional Use Permit (when consolidated with another application for new development) | \$592.00 |
| 3. | Conditional Use Permit for restaurant ** | |
| | Tier one | \$2,174.00 |
| | Tier two | \$3,570.00 |

** Tier one fee is applicable if all responses on Restaurant Checklist are "NO". Tier two fee is applicable if any response on Restaurant Checklist is "YES".

| | | |
|----|----------|------------|
| C. | Variance | \$2,625.00 |
|----|----------|------------|

| | | |
|----|--|-------------------------------------|
| D. | <u>Rezoning</u> (other than Planned Development) | |
| 1. | Without General Plan or Specific Plan Amendment. | \$3,831.00 |
| 2. | With General Plan or Specific Plan Amendment | \$5,868.00 |
| E. | <u>Planned Development</u> | |
| 1. | Without General Plan or Specific Plan Amendment | \$16,173.00 |
| 2. | Without General Plan or Specific Plan Amendment (HR or RC Underlying Zone) | \$21,288.00 |
| 3. | With General Plan or Specific Plan Amendment | \$19,132.00 |
| 4. | With General Plan or Specific Plan Amendment (HR or RC Underlying Zone) | \$24,243.00 |
| 5. | Town Council Modification to a Planned Development 75% of current fee | |
| 6. | DRC Modification to a Planned Development | \$6,407.00 |
| 7. | Publication costs for the planned development ordinance shall be paid by the applicant. | |
| F. | Minor Residential Development | \$1,260.00 |
| G. | Agricultural Preserve Withdrawal | \$2,381.00 |
| H. | <u>Planning Division Certificates of Use and Occupancy</u> | |
| 1. | Change of use | \$193.00 |
| 2. | Change of occupancy (excluding change of proprietor of a continuing business enterprise) | \$95.00 |
| 3. | Use/occupancy clearance if Conditional Use Permit is required or occupancy of a new secondary dwelling unit | No fee |
| I. | Hazardous Materials Storage Facility Application | \$1,049.00 |
| J. | Home Occupation Permit | \$120.00 |
| K. | <u>Sign Application</u> | |
| 1. | New permanent sign | \$262.00 |
| 2. | Temporary nonresidential sign | \$55.00 |
| 3. | Change of face only | \$108.00 |
| 4. | Sign program | \$1,243.00 |
| L. | <u>Secondary Dwelling Units</u> | |
| 1. | New or existing unit | \$800.00 |
| 2. | Two existing units | \$1,110.00 |
| M. | Mobile home Park Conversion Permit | Actual cost (\$5,000.00 deposit) |

| | | |
|----|--|---|
| N. | Town Code Amendments | Actual cost (\$2,000.00 deposit) |
| O. | <u>Administrative Land Use Permit</u> | |
| 1. | Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent) | \$105.00 |
| 2. | Major telecommunications facility which do not require a Conditional Use Permit | \$1,266.00 |
| 2. | <u>Subdivisions</u> | |
| A. | Lot Line Adjustment (DRC Approval) | \$1,196.00 |
| B. | 4 Lots or Less (DRC Approval) | \$4,996.00 |
| C. | 5 Lots or More | \$7,923.00 |
| D. | Vesting Tentative Map | Fee to be based on the number of lots under 2B or 2C |
| E. | Lot Merger and Reversion to Acreage (DRC Approval) | \$591.00 |
| F. | Condominium | \$4,184.00 |
| G. | Certificate of Compliance (DRC Approval) | \$2,397.00 |
| H. | DRC applications that requires Planning Commission approval (this fee supplements the above established fees) | \$1,755.00 |
| 3. | <u>Miscellaneous Application Fees</u> | |
| A. | Time Extensions to Approved Application | 50% of current fee |
| B. | Modification to Approved Application | 75% of current fee |
| C. | Conceptual Development Advisory Committee Review | \$1,134.00 |
| D. | Push Cart Permit | \$276.00 |
| E. | <u>Auto Dealer Events</u> | |
| 1. | Small promotional events | \$52.00 |
| 2. | Large promotional events | \$260.00 |
| 4. | <u>Environmental Assessment Fees</u> | |
| A. | Categorical Exemption | No fee |
| B. | Initial Study | \$3,000.00 deposit* |

| | | |
|----|---|------------------------------------|
| C. | Negative Declaration | \$1,565.00 |
| D. | Environmental Impact Report | Consultants fee |
| E. | Draft EIR Review Fee | \$8,662.00 Plus 10% of EIR cost |
| F. | Impact Monitoring Program (AB3180) on an hourly basis plus cost of consultant (if necessary) | Actual cost |

* The \$3,000 fee is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit. Any fund balance will be refunded.

5. **Other**

| | | |
|----|---|--|
| A. | Pre-application Conference Fee (Fee applied when staff time is expected to exceed ½ hour) | Actual cost |
| B. | Fence Height Exceptions | \$156.00 |
| C. | Request for Service Not Covered by Any Other Fee | Actual cost |
| D. | <u>Peer/Technical Review</u> – (any remaining deposit will be refunded to the applicant and amounts exceeding the deposit amount will be paid by applicant) | Actual cost (\$1,500.00 deposit plus 10% of actual cost for administrative charge) |
| E. | <u>Fees For Additional Tech Review and/or DRC Review</u> DRC beyond three meetings, Planning Commission hearing beyond two meetings, Town Council hearing beyond one meeting | Actual cost |
| F. | Microfilming Files | Actual cost |
| G. | Building Permit Plan Check Fee | 20% of building fee |
| H. | <u>Surcharges</u> | |
| 1. | Permit tracking maintenance and update surcharge | 4% of Development Application fee |
| 2. | General Plan update surcharge | .5% of building valuation for new construction and additions or 10% of zone change and subdivision fee |
| 3. | Route 85 Study Plan surcharge | 10% of application fee for applications in Route 85 Study Plan Area*** |

- | | | |
|----|-------------------------------|------------------------------------|
| 4. | Advanced Planning projects | 10% of application fee |
| 5. | North 40 Study Plan surcharge | Actual cost on proportionate basis |

*** Not charged to the following applications: 1H, 1J, 1K, 3C, 3D and 3E

- | | | |
|----|--|--------------------------------|
| I. | Applications for Work Unlawfully Completed | Double current application fee |
|----|--|--------------------------------|

- | | | |
|----|--------------|--------------------------------|
| J. | Consultation | Actual cost on an hourly basis |
|----|--------------|--------------------------------|

K. Appeals

- | | | |
|----|---|---|
| 1. | Fee to appeal Planning Commission decision to Town Council | \$272.00 per residential \$1,089.00 per commercial, multi-family or tentative map |
| 2. | Fee to remand applications from Town Council to Planning Commission where no error was made by Planning Commission | 50% of original application fee(s) |
| 3. | Fee to appeal Director of Community Development or Development Review Committee decision to Planning Commission | \$136.00 per residential \$545.00 per commercial |
| 4. | Tree appeals | \$55.00 |
| 5. | Appeal transcription fee of Planning Commission minutes (only applies to appeals from Planning Commission to Town Council) | Actual cost Minimum \$500.00 deposit |

- | | | |
|----|----------------------------------|---|
| L. | Research Services Minimum Charge | Actual Cost Minimum \$100.00 deposit |
|----|----------------------------------|---|

M. Zoning Research

- | | | |
|----|--|----------|
| 1. | Basic zoning letter | \$156.00 |
| 2. | Legal non-conforming verification | \$364.00 |
| 3. | Reconstruction of legal non-conforming structures (Burndown Letter) | \$156.00 |

6. **Payment of Application Fees**

All application fees are to be paid at the time the applications are submitted to the Community Development Department. If the applicant withdraws an application, which requires a hearing by the Planning Commission, prior to processing the application for the hearing, 40% of the paid application fee shall be refunded to the applicant at the discretion of the Director of Community Development. All other fees are non-refundable.

7. **General Administration Fees**

*All reports and studies will be made available for the actual cost of duplicating that report or study.

| | | |
|----|---|--------------------|
| A. | Development Review Committee Agendas | \$37.00 |
| B. | Planning Commission Agendas | \$25.00 |
| C. | Planning Commission Minutes | Actual cost |
| D. | <u>Plan Copies</u> | |
| 1. | Microfiche or other reprints sent to an outside firm | \$31.00 plus costs |
| 2. | Blueprint reproduction in house | \$3.00 per page |
| E. | Compact disk of Planning Commission Meetings | \$10.00 per CD |
| F. | Copy of Subdivision Ordinance | \$26.00 |
| G. | General Plan (including maps) | \$26.00 |
| H. | Hillside Specific Plan | \$6.00 |
| I. | Hillside Standards and Design Guidelines | \$10.00 |
| J. | Commercial Design Guidelines | Actual cost |
| K. | Subdivision Ordinance | \$26.00 |
| L. | General Plan/Zoning Maps (24" x 36") | |
| 1. | Black & White | \$9.00 |
| 2. | Color | \$42.00 |
| M. | Blossom Hill Open Space Study | \$14.00 |
| N. | Commercial Specific Plan Report | \$12.00 |
| O. | Residential Design Guidelines for Pre-1941 Structures | \$4.50 |
| P. | Housing Element Technical Appendix | Actual cost |

COMMUNITY SERVICES DEPARTMENT

A. LOS GATOS DOWNTOWN NEIGHBORHOOD CENTER FEE SCHEDULE

Rental Rates:

Rental fees may be paid at the time of the application or any time no less than two weeks before the scheduled date.

- a. If rental fees are not paid at least two weeks prior to the event, then the application may be terminated.
- b. If a reservation is cancelled at least two weeks before the scheduled event, 100 percent of the security deposit and room rental fees which may have been paid to the Town will be returned.
- c. If notice is given to cancel an event less than two weeks before the scheduled event, half of the room rental fees and none of the security deposit paid to the Town will be returned.
- d. Any required security deposit must be paid at the time the reservation form is submitted to secure the reservation.

| | <u>Hall</u> | <u>Conference Kitchen</u> | <u>Lounge</u> | <u>Room</u> |
|--|--------------|-------------------------------|---------------|--------------|
| <u>Category I:</u> Government Agencies, Community Service Organizations Serving Los Gatos' Senior Citizens, and Neighborhood Center Tenants | No Charge | No Charge | No Charge | No Charge |

Category II: Community Service Groups

1. Activities (non-profits)

There is a 2 hour minimum for all rental usage.

| | | | | |
|--|-------------|-----------|------------|------------|
| a. Resident | \$30.00/hr | No Charge | \$15.00/hr | \$10.00/hr |
| b. Non-Resident | \$100.00/hr | No Charge | \$40.00/hr | \$30.00/hr |
| c. Security Deposit | \$300.00 | No Charge | \$100.00 | \$100.00 |
| d. Security Deposit (Alcohol is served) | \$500.00 | No Charge | \$500.00 | \$500.00 |

2. Fees Charged for Fundraising Activities

There is a 2 hour minimum for all rental usage.

| | | | | |
|--|-------------|-----------|------------|------------|
| a. Resident | \$100.00/hr | No Charge | \$40.00/hr | \$30.00/hr |
| b. Non-resident | \$200.00/hr | No Charge | \$80.00/hr | \$60.00/hr |
| c. Security Deposit | \$300.00 | No Charge | \$100.00 | \$100.00 |
| d. Security Deposit (Alcohol is served) | \$500.00 | No Charge | \$500.00 | \$500.00 |

| | <u>Hall</u> | <u>Kitchen</u> | <u>Lounge</u> | <u>Conference Room</u> |
|---|-------------|----------------|---------------|------------------------|
| <u>Category III: Private Parties</u> | | | | |
| There is a 2 hour minimum for all rental usage. | | | | |
| a. Resident (Including Town Employees) | \$100.00/hr | No Charge | \$40.00/hr | \$30.00/hr |
| b. Non-Resident | \$200.00/hr | No Charge | \$80.00/hr | \$60.00/hr |
| c. Security Deposit | \$300.00 | No Charge | \$100.00 | \$100.00 |
| d. Security Deposit (Alcohol is served) | \$500.00 | No Charge | \$500.00 | \$500.00 |

Building Attendant:

1. Zero to 8 hours \$15.00/hr
2. Over 8 hours \$22.50/hr

The cost for the Building Attendant's time is the prevailing wage set by the Town's Salary Schedule. Attendants are employed by the Town on behalf of the applicant. Recreation costs are charged to the applicant. A Building Attendant is required to be present at the facility under any of the following circumstances:

- alcohol is served;
- more than 50 people are in attendance

Security Guard:

Security Guards are hired directly by the applicant. Verification that services have been contracted for must be submitted to the Neighborhood Center office at least two weeks prior to the scheduled event. A Security Guard is required to be present at the facility under any of the following circumstances:

- alcohol is served, and;
- more than 75 people are in attendance

Applicants:

The Downtown Neighborhood Center may be scheduled by the categories of users listed below:

1. Category I: Government Agencies; Senior Organizations, and Neighborhood Center Tenants
Groups qualifying as government agencies and senior organizations include the following:
 - Federal, state, county and municipal agencies that provide a community service for the citizens of Los Gatos.
 - Organizations, including the Los Gatos-Saratoga Department of Community Education and Recreation which provide activities specifically for Los Gatos' senior citizens.

- Neighborhood Center Tenants which provide a community service that does not involve fundraising.

Category II: Community Service Groups

Groups qualifying as community service groups include the following:

- Nonprofit organizations which have obtained 501(c) 3 ruling from the State (must be documented by ruling letter from State).
- Los Gatos Service and Community organizations - groups which provide recreational, cultural, leisure or other community service activities to Los Gatos residents, including the Los Gatos-Saratoga Department of Community Education and Recreation.
- Los Gatos Elementary School District and the Los Gatos Joint Union High School District.

Category III: Private parties

- Resident
For private parties or wedding receptions to qualify for the resident fee, (\$60/hr) the Neighborhood Center may be reserved either by a Los Gatos resident or by a non-resident's immediate family member who is a Los Gatos resident. An immediate family member is defined as: mother, father, sibling, and children of applicant, grandparents, stepchildren and parents.
- Non-Resident
Applicants who do not meet a. above.

Priority:

Category I applicants have priority over Category II and III applicants for use of the Center.

General Regulations:

1. Use is limited to ten hours.
2. If use exceeds hours on application form, then fee is charged at 1.5 times the rate.
3. All checks made payable to the Town of Los Gatos
4. Refundable deposits are returned within forty-five days by the Town of Los Gatos.

Definitions:

1. **Resident**
 - a. To qualify as a "resident" group, at least 51 percent of the Board of Directors or membership attending the function must be Los Gatos residents.

- b. Documentation required for a. above: Drivers license or other personal picture identification, including the applicant's address and telephone number.

2. **Non-Resident**

"Non-resident" groups are those that meet all of the criteria of a community service group, but do not meet the definition of a "resident".

3. **Fundraising Activities**

- a. Community service groups applying for use of the facility to hold a fundraising activity or activity for which admission or a fee is charged must meet all of the criteria under a. above. Resident or non-resident rates are charged depending on the residence of members or activity attendees.

- b. Tenants of the Town of Los Gatos applying for use of the facility to hold a fundraising activity will be required to pay the necessary fees under Category II.

B. Program Space for Non-Profit Agencies

\$1.75/sq. ft./month

Neighborhood Center tenants may schedule rooms in the facility for business purposes. Fees are not collected unless the value of the space scheduled exceeds \$50 x sq. ft. leased on annual cumulative basis

LIBRARY

Fees

| | |
|--|--------|
| Inter-Library Loan (non Silicon Valley Library System) | \$1.00 |
|--|--------|

Overdue Fines

| | |
|--------------------------------|--------------------------------|
| Adult materials | \$.25/day \$10.00 max/per item |
| Children's/Teen materials | \$.25/day \$5.00 max/per item |
| Periodicals - Adult/Children's | standard fine to cost of item |

Lost or Damaged Items

| | |
|---|---|
| Replacement of Adult book/AV item | Cost of item plus \$10.00 processing fee |
| Replacement of Teen/Children's book/AV item | Cost of item plus \$5.00 processing fee |
| Replacement of Adult paperback | Cost of item plus \$5.00 processing fee |
| Replacement of magazine | Cost of item plus \$5.00 processing fee |
| Patron procures replacement copy | Half of normal processing fee for item type |

| | |
|--|--------|
| Replacement of single cassette from audio book | \$7.00 |
|--|--------|

| | |
|---|--------|
| Internet printing, initial ten free, thereafter each page | \$0.10 |
|---|--------|

PARKS & PUBLIC WORKS DEPARTMENT

The following Fee Schedule for the Parks and Public Works Department will be adjusted annually either by the December Consumer Price Index (Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area) or by the percentage increase in actual operating costs for the current year - whichever is higher.

GENERAL AND ADMINISTRATIVE FEES

- | | | |
|----|--|---|
| A. | Photo Copying Charge – plus actual mailing costs, as applicable | |
| | 8 ½" x 11" | \$0.10 per page |
| | 11" x 17" | \$0.35 per page |
| | Maps, plans, etc. (larger than 11" x 17") | Actual Cost- sent to San Jose Blueprint |
| | | |
| B. | Printing Charge – plus actual mailing costs, as applicable | |
| | 8 ½" x 11" | \$0.25 per page |
| | 11" x 17" | \$0.50 per page |
| | Maps, plans, etc. (larger than 11" x 17") | \$5.00 per page |
| | | |
| C. | Data Duplication Services and Fees | |
| | For partial or full copies of each digital standard | |
| | Town data file on one-time request basis: | |
| | 8"x11" copy, standard printer | \$25.00 per digital file |
| | larger format, using plotter | \$75.00 per digital file |
| | electronic copy on CD | \$100.00 per digital file |
| | | |
| D. | Permit Tracking Maintenance and Update Surcharge (Computer Service Fee) | 4% of permit fee, except Parks Use Permit fee |
| | | |
| E. | Microfilming Fee | Actual Cost |

PARKS PROGRAM PERMIT FEES

| | <u>Resident</u> | <u>Non-Resident</u> |
|-------------------------------------|---|--|
| <u>Park Use Permit</u> | | |
| Park uses not covered | \$60.00 | \$ 80.00 |
| By picnic use fees | and \$100.00 refundable clean-up deposit | and \$100.00 refundable clean-up deposit |
| | | |
| <u>Specific Park Use Fee</u> | | |
| | | |
| Group B.B.Q. Area Fee | \$75.00 per site and \$100.00 refundable clean-up deposit | \$100.00 per site and \$100.00 refundable clean-up deposit |

| | <u>Non-Profit</u> | <u>For Profit/Private Parties</u> |
|---|---|---|
| Organized Recreational Activity Use: | | |
| Multiple date use for ongoing recreational/educational purposes | \$60.00 plus \$15.00 each additional date | \$80.00 plus \$30.00 each additional date |
| | <u>Resident</u> | <u>Non-Resident</u> |
| Use of Bandstand (Oak Meadow) Non-Profit: | \$55.00 per hour and \$500.00 refundable clean-up deposit | \$110.00 per hour and \$500.00 refundable clean-up deposit |
| Private Parties: | \$80.00 per hour and \$500.00 refundable clean-up deposit | \$160.00 per hour and \$500.00 refundable clean-up deposit |
| Pageant Grounds: | \$203.00 per event and \$100.00 refundable clean-up deposit | \$304.00 per event and \$100.00 refundable clean-up deposit |
| Vehicle Escort Fee | \$60.00 | \$ 80.00 |
| Parking Fee | No charge | \$5.00 per vehicle year-round |

Development Related Fees

| | | |
|----|---|-------------------------|
| A. | Final Occupancy Clearance (New Construction or Remodel) | |
| 1. | Landscape inspection requests | \$101.00 per inspection |
| B. | Water Efficient Landscape Plan Review | \$479.00 |
| C. | Staff Time Spent for Major Development Applications | \$517.00* |
| | Basis: Development Review Committee Meetings | 1.5 hrs. (estimate) |
| | Site Visits | 4 hrs. (estimate) |
| | Review Plans | 4 hrs. (estimate) |

*Note: Time spent over and above the initial application fee will billed at the employee and equipment hourly charge-out rate

Tree Related Fees

- | | | |
|----|--|---|
| A. | Tree Removal Permit Application to remove one tree | \$ 110.00 |
| | Additional tree removal fee | \$ 55.00/each |
| | If application is denied | additional tree |
| | | 50% refund |
| B. | Illegal Tree Removal Administrative Fee | \$220.00 |
| C. | Replacement Trees - Town Forestry Fund | Tree cost for each 24", 36", and/or 45" box |
| | Per Tree Ordinance section 29.10.0985 | size will be the Market Price plus the |
| | | Installation Cost, determined by the Director |

Equipment Hourly Charge-Out Rate as Follows:

| <u>Description</u> | <u>Cost/hour</u> |
|-----------------------------|------------------|
| Pick-up Truck | 25.00 |
| 1 ton Flatbed Truck | 35.00 |
| Utility Truck | 45.00 |
| Dump Truck (10 Wheel) | 70.00 |
| Dump Truck (Bobtail) | 50.00 |
| Paint Truck | 70.00 |
| Line Remover | 20.00 |
| Large Mower | 50.00 |
| Skidster Loader | 50.00 |
| Tractor-loader | 50.00 |
| Backhoe | 70.00 |
| Rubber-tired Loader | 70.00 |
| Roller | 50.00 |
| Van | 30.00 |
| Paving Box | 50.00 |
| Rodder | 50.00 |
| High Pressure Sewer Cleaner | 95.00 |
| Brush Chipper | 35.00 |
| Chipper Truck | 50.00 |
| Aerial Unit | 75.00 |
| Street Sweeper | 75.00 |
| Forklift | 35.00 |
| Trailer | 35.00 |

| <u>Description</u> | <u>Cost/hour</u> |
|--------------------|------------------|
| Concrete Saw | 25.00 |
| Air Compressor | 25.00 |
| Arrowboard | 25.00 |
| Generator | 20.00 |
| Chainsaw | 15.00 |
| Blower | 10.00 |

ENGINEERING PROGRAM

The following fees constitute a comprehensive listing of the various fees charged by the Engineering Program. Certain types of application/permits must be reviewed and/or processed by other Town departments or public agencies, which may charge separate fees. Applicants are advised that the fees for those services are not included in the Engineering Program's fees. Where the term "actual cost(s)" is used here it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants and employee cost , (including salary, benefits and overhead).

1. Engineering Fees

A. Annexation Fees

| | |
|-------------------|------------|
| 1. 1 lot | \$2,400.00 |
| 2. 2 lots | \$1,200.00 |
| 3. 3 lots | \$ 800.00 |
| 4. 4 lots | \$ 600.00 |
| 5. 5 lots or more | \$ 400.00 |

B. Engineering Plan Check Fees (Public Improvements & Grading Permits)

| | |
|-------------------------------|---|
| 1. Application fee | \$ 235.00 |
| 2. First \$50,000.00 of value | 6% of estimated cost of improvements |
| 3. Next \$50,000.00 of value | 4% of estimated cost of improvements |

C. Additional Engineering Plan Check Fees

| | |
|--|-------------|
| 1. Each additional plan check beyond three reviews | Actual cost |
| 2. Pre-application Conference Fee | Actual cost |

D. Inspection Fee (Public Improvements & Grading Permits)

- | | |
|-------------------------------|---|
| 1. First \$50,000.00 of value | 9% of estimated cost of improvements |
| 2. Next \$50,000.00 of value | 5% of estimated cost of improvements |
| 3. Outside Inspector | Actual cost plus 17% |

E. Work In or Use of Public Right-of-Way

- | | |
|---|--|
| 1. Construction Encroachment Permit Fee | \$200.00 |
| a. Work over \$4,000.00 | \$200.00 plus 5% of estimated cost of improvements |
| b. Work done at night or week-ends | \$200.00 plus actual cost of staff time |
| c. Underground utility locating surcharge | \$200.00 plus \$30.00 |
| 2. Dumpster Permit | \$100.00 |
| 3. Storage Permit | \$100.00+\$500.00 refundable Storage Unit Removal Deposit, to cover cost of removal if abandoned. |
| 4. NPDES Permit: See Sections R (NPDES) & S (Storm Drainage Fees) | |

F. Engineering Subdivision Map Checking

- | | |
|--|---|
| 1. 1 - 4 lots | \$2,600.00 |
| 2. 5 or more lots | \$4,750.00 + 500.00 lot over 4 |
| 3. Map Check done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |

G. Engineering Reversion to Acreage

- | | |
|--|---|
| 1. Map Check | \$ 935.00 |
| 2. Map Check done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |

| | | |
|----|---|---|
| H. | <u>Engineering Lot Merger</u> | |
| 1. | Certificate | \$ 700.00 |
| 2. | Map checking | \$1,200.00 |
| 3. | Review done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |
| I. | <u>Engineering Lot Line Adjustments</u> | |
| 1. | Certificate | \$ 700.00 |
| 2. | Map checking | \$1,200.00 |
| 3. | Review done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |
| J. | <u>Certificate of Compliance</u> | |
| 1. | Certificate review and preparation | \$ 750.00 |
| 2. | Review done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes |
| | <u>Abandon Excess Public Right-of-Way</u> | |
| 1. | Application fee | \$ 750.00 |
| 2. | Processing fee | \$ 2,500.00 |
| K. | <u>Abandon Excess Public Easement</u> | |
| 1. | Application fee | \$ 400.00 |
| 2. | Processing fee | \$ 1,600.00 |
| L. | <u>Assessment District Re-Spread</u> | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |
| M. | <u>Assessment District Formation</u> | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |
| N. | <u>Tree/Landscaping Maintenance Agreement</u> | |
| 1. | Single family or two family | \$ 264.00 |
| 2. | Multi-family or commercial | \$ 395.00 |

O. Traffic Related Fees

- | | |
|--|---|
| 1. Pre-development review (Staff traffic impact analysis) | Actual cost, \$100.00 deposit required |
| 2. Traffic Impact Analysis | |
| a. Consultant Report fee | Consultant fee |
| b. Staff Review fee | \$450.00+10% of the traffic consultant report cost |
| 3. Staff Review of Report Done by Developer's Consultant | Actual cost,\$1,000.00 deposit required |
| 4. Site Distance Analysis | \$150.00 per review, not to exceed two (2) hours. Actual cost for staff time when analysis exceeds two hours. |

P. Geotechnical Peer Review Fees

- | | |
|---|-----------------------|
| 1. Town Geotechnical Consultant Peer Review fee | Consultant Cost + 10% |
|---|-----------------------|

Q. NPDES

- | | |
|---|---|
| 1. New regulations application and processing fee (Charged on all Building, Encroachment, & Grading Permits, and some Storage Permits.) | \$ 50.00 |
| a. No change in impervious area | \$ 50.00 |
| b. Change in grading or impervious area | \$ 0.10 sq ft with a \$50.00 minimum |

R. Storm Drainage Fees

- | | |
|---|---|
| 1. Development Projects | |
| a. Single family lots - hillside area | \$3,000.00/ac. |
| Section 24.60.035(b) (3): For subdivision whose lots exceed one acre, the fee shall not exceed that of one acre per lot | |
| b. Single family lots - not hillside area | \$3,600.00/ac. |
| c. Multiple family dwelling units | \$3,600.00/ac. plus \$135.00 each unit in excess of two, not to exceed \$4,500.00/ac. |

| | | |
|----|--|--|
| d. | Commercial, industrial, hospitals, churches, schools, and others | \$4,500.00/ac. |
| 2. | Building/Grading Permits (Building, Structures & impervious areas) | |
| a. | New Impervious area, per sq. ft. | \$.75/sq. ft. |
| b. | Engineering Inspection (Improvement Construction) | Requires \$1,500.00 initial deposit; fee is \$100.00/hr, deducted from initial deposit. |
| 3. | Building/Grading Permits (Building, Structures & impervious areas) | |
| b. | Engineering Inspection | Remaining balance billed to applicant or reimbursed, as appropriate. |
| c. | Construction Encroachment Fee | \$100.00/hour |
| S. | <u>Street Improvement In-Lieu Fee</u> | |
| | 1. Sidewalks | \$10.00 per linear foot |
| | 2. Curb and Gutter | \$50.00 per linear foot |
| T. | <u>Trail improvements in-lieu fee</u> | \$15.00/per sq ft. or determined by Director |
| U. | <u>Fees for work done without Required Permit</u> Includes Encroachment & Grading permits | Double All Fees |
| V. | <u>Hauling Permits</u> | |
| 1. | House Moving Fee | |
| a. | Per House, plus | \$ 507.00 |
| b. | Deposit for Facilities Damage | \$2,028.00 |
| 2. | Hauling (Overweight Vehicle) Permit | State Mandated Fee* (Currently \$18.00) |

*The current State mandated fee is \$18.00. It was changed to allow the Town to collect the current fee, if it increases in the future.

| | | |
|----|---|--|
| W. | <u>Request for Service Not Covered by Any Other Fee</u> | Actual cost |
| X. | <u>Road Impact Fee (Ordinance 1984)</u> | |
| 1. | New Buildings, Additions & Demolitions: | |
| a. | Commercial | \$0.20/sq. ft |
| b. | Residential | \$0.15/sq. ft |
| c. | Pools/spas/water features | \$0.25/sq. ft |
| 2. | Alterations/Remodels/Re-roof/Repairs/Decks, etc. | \$0.10/sq. ft |
| 3. | Landscape/Grading Permits, Encroachment Permits, Parking Lot Paving, Retaining Walls, Public Improvements | \$1.40 per cubic yard in excess of 15 cubic yards |

STREETS PROGRAM

| | | |
|----|---|---|
| A. | Hazard and/or Debris Removal | |
| 1. | Staff time spent to conduct hazard and or debris removal caused by citizen negligence. | Hourly rate of employee and equipment |
| B. | Special Event Fees | |
| 1. | Staff and equipment for special event requests | Actual cost of employee and equipment |

POLICE DEPARTMENT

| | |
|---------------------------------------|--|
| Fingerprinting | \$25.00 per each Livescan application |
| Report Copies | \$20.00 up to 20 pages (\$0.50 ea. page over 20) |
| Subpoena Duces Tecum | Per California Evidence Code Section 1563 |
| Photographs | \$46.00 for first 3 \$5.00 for each thereafter |
| Bingo Permits | \$50.00 each |
| Concealed Weapons Initial Permit | \$136.00 (plus DOJ fingerprinting fee) |
| Concealed Weapons Renewal Permit | \$59.00 California Penal Code Section 12050.2 |
| Solicitor/Peddler's Permit | \$35.00 |
| Bicycle Licenses | \$4.00 each new \$2.00 renewal |
| Tow Truck Driver's Permit (initial) | \$126.00 (includes DOJ fingerprinting fee) |
| Tow Truck Driver's Permit (renewal) | \$126.00 |
| Tow Truck Service Permit (initial) | \$429.00 |
| Tow Truck Service Permit (renewal) | \$429.00 |
| Clearance Letters | \$46.00 each, if not notarized, additional \$10.00 |
| Fortune-Telling Registration | \$309.00 each |
| <u>Administrative Fee for:</u> | |
| Special Events | |
| 1) For-Profit Groups | \$500.00 each |
| 2) Not-For-Profit Groups | \$125.00 each |

Administrative Fee for:

Special Events

3) All Other Costs

As specified in Special Events
Ordinance, §14.100.045

Other Special Police Services

Pursuant to Agreement
between Police Chief
and Requestor

Administrative Fee for:

Motion Picture/Television/

Commercial Still Photo

1) For-Profit Groups

2) Not-For-Profit Groups

\$443.00 each

\$111.00 each

Local Booking Fees and

Emergency Response Caused by

1. Drinking Drivers

2. Second Response due to Disturbances

Officer(s) compensation
per minute (Step 5) times
overhead. Overhead is
the total Police budget
minus the total officer's
salaries, benefits and
the parking program
divided by the total
Police Budget.

Lab Tech Fee (for chemical tests related to drinking drivers)

\$38.50 with possible
annual increase as
specified by new
vendor rate

Horse Drawn Vehicle

\$150.00
Application Fee

\$100.00
Driver's Permit
(Annual)

\$100.00
Vehicle Permit &
Inspection Fee

\$100.00
Annual Renewal and
Inspection Fee

| | |
|--|--|
| Firearms Dealers Permit | \$576.00 |
| Vehicle Release | \$232.00 |
| False Alarm | \$100.00(3rd false alarm) \$200.00 (4th false alarm) \$300.00 (5th false alarm) Sixth and subsequent alarms service charge shall be increased by \$300.00 per activation |
| Vehicle Repossession Release Fee | \$15.00 (Government Code Section 41612) |
| In-House Booking Fee | Not to exceed \$70.00 |
| Non-LG Cite Sign Off | \$15 |
| Citation issued for failure to display appropriate Permit or placard. Dismissal fee in lieu of full Bail amount: | |
| Handicap CVC22507.8/22500(1) | \$30.00 |
| Parking permits | \$15.00 |
| Photographs on CD | \$46.00 |
| Copy of Video Tape | \$46.00 |
| Copy of Audio Tape | \$46.00 |
| Town Code Parking Violation Fees | |
| 15.40.015 (Overtime Parking) | \$35.00 |
| 15.40.065 (Vehicle Storage on Street) | \$60.00 |
| 15.40.070 (Commercial Vehicles in Residential Zones) | \$60.00 |
| 15.40.075 (For Sale/Non Emergency Repair) | \$35.00 |
| 15.40.080 (Preferential Parking) | \$45.00 |
| 15.40.080(b) (Permit Required Area) | \$45.00 |
| 15.40.080(c) (Fraudulent use of permit) | \$100.00 |
| 15.40.085 (Posted No Parking Special Events) | \$35.00 |
| 15.40.090 (Parking on Parkway) | \$35.00 |
| 15.40.095 (Marked Parking Space) | \$35.00 |
| 15.40.100 (Parking on Grade) | \$30.00 |
| 15.40.105 (Designated parking VC22507.8) | \$280.00 |

Town Code Parking Violation Fees

15.40.110 (Marked Curb) \$35.00

California Vehicle Code Parking Violation Fees

| | |
|--|---|
| 21113(a) VC (Public Lot Parking in Permit Area) | \$15.00 |
| 22500(b) VC (On Crosswalk) | \$35.00 |
| 22500(e) VC (Blocking Driveway) | \$35.00 |
| 22500(f) VC (On Sidewalk) | \$35.00 |
| 22500(h) VC (Double Parking) | \$35.00 |
| 22500(i) VC (In Bus Zone) | \$255.00 |
| 22500(l) VC (Blocking Curb Access Ramp) | \$255.00 |
| 22500.1 VC (Blocking Fire Lane) | \$35.00 |
| 22502(a) VC (Parallel 18in. Right Curb) | \$35.00 |
| 22502(e) VC (One way within 18in. Left Curb) | \$35.00 |
| 22507.8(a) VC (designated disabled parking) | \$280.00 |
| 22507.8(b) VC(disabled space inaccessible) | \$280.00 |
| 22507.8(c)(1-2) VC (on stall or cross hatch lines) | \$280.00 |
| 22514 VC (within 15ft of fire hydrant) | \$35.00 |
| 22521 VC (within 7ft of railroad track) | \$35.00 |
| 22522 VC (within 3ft sidewalk access ramp) | \$280.00 |
| 23333 VC (vehicular crossing) | \$72.00 |
| 4000(a) VC (Expired Registration) | \$135.00 |
| | \$10.00 if corrected w/in 21 days of issue date |
| 5204(a) VC (No Registration Tabs) | \$76.00 |
| | \$10.00 if corrected w/in 21 days of issue date |
| 5200 VC (Missing License Plate) | \$76.00 |
| | \$10.00 if corrected w/in 21 days of issue date |

Parking Permit Fees

Residential

| | |
|--|-----------------------------------|
| Annual residential parking permit/per vehicle (Limit - 4 per residence) | \$35.00 |
| Visitor guest passes: Two (2) complimentary with the purchase of the primary permit | |
| Special Event permit (one day)-First permit | \$10.00 |
| Each additional (one day) | \$ 1.00 |
| Replacement permit for vehicle change | \$10.00 (within calendar year) |
| Lost permit replacement | \$25.00 |
| Damaged permit replacement (with return of permit) | \$10.00 |

Employee

| | |
|--|----------|
| Standard Employee monthly | \$25.00 |
| Standard Employee annual | \$200.00 |
| Premium Employee monthly | \$35.00 |
| Premium Employee annual | \$300.00 |
| Lost permit replacement | \$30.00 |
| Damaged permit replacement (with return of permit) | \$15.00 |
| Construction Parking Permit | |
| One day parking permit per construction vehicle | \$25.00 |
| Each additional day per vehicle | \$ 5.00 |

Town of Los Gatos

Fee Schedule

Selected City Comparisons



Town of Los Gatos ~ Comparison

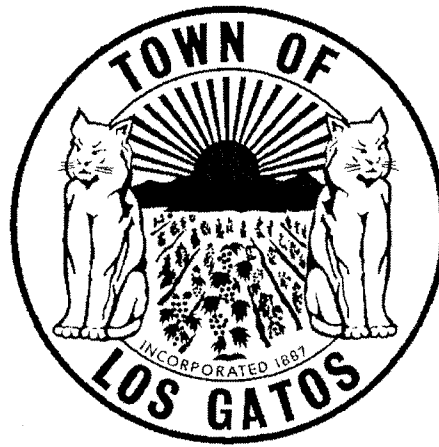
| <u>Fee Category</u> | <u>Current Los Gatos</u> | <u>Saratoga</u> | <u>Campbell</u> | <u>San Jose</u> | <u>Sunnyvale</u> |
|--|--|--------------------------------|--|--|--|
| Community Development Planning Division | | | | | |
| Appeal | \$53-\$1,047 | \$150/\$250 | \$140.00 | \$0-\$1,925 | \$110 |
| Use Permit | \$3,433 | actual cost | \$1,485/\$2,116 | \$1,835-\$28,015 cost/sq.ft. | \$110-\$2,550 |
| Development Review | \$1,212-\$4,492 | actual cost | not available | \$1,555-\$3,950 | \$0-\$1,200 |
| Sign Applications | \$53-\$1,195 | \$100-\$1,500 | \$43.78-\$191 | \$262 | \$110-\$585 |
| Rezone | \$3,684/\$5,642 | actual cost | \$5,200-\$9,100 | \$4,175 + \$975/acre | \$4,250 |
| Community Development Building Division | | | | | |
| UBC Tables by Year | 1997, amended by 2001 CA Bldg Code | not available | 1997, amended by 2001 CA Bldg Code | 1997, amended by 2001 CA Bldg Code | 1997, amended by 2001 CA Bldg Code |
| Parks and Public Works Engineering Division | | | | | |
| Encroachment Permit | \$200/\$200+5% >4k | \$300 or 10% assessed value | \$57-\$500 | \$600-\$1,200 | \$900 |

| <u>Fee Category</u> | <u>Current Los Gatos</u> | <u>Saratoga</u> | <u>Campbell</u> | <u>San Jose</u> | <u>Sunnyvale</u> |
|--|------------------------------|---------------------------|---|-------------------------------|-------------------------------|
| Parks and Public Works Engineering Division | | | | | |
| Improvement Inspection | 9% to \$50k 5% >\$50k | 2x impr plan check fee | 13% to \$250k actual cost >\$250k | 2% up to 22% plus base fee | 7% |
| Improvement Plan Check | 6% to \$50k 4% >\$50k | 3%/4%/5% | included in inspection fee | included in inspection fee | included in inspection fee |
| Parcel Maps < 4 lots | \$2,000 | actual cost + fee/lot | \$2,400 + \$35/lot | \$950 | \$900 + \$38/lot |
| Tract Map > 4 lots | \$3,000 + \$500/lot | actual cost + fee/lot | \$3,200 + \$35/lot | \$1,300 | \$1,195 + \$38/lot |
| Lot Line Adjustment | \$645 | \$250 | \$750 | \$1,265 | \$900 + \$38/lot |

Town of Los Gatos

Fee Schedule

Recommended Changes



Town of Los Gatos ~ General Administration Fees

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|----------------------------|--|---|
|----------------------------|--|---|

No changes proposed.

Town of Los Gatos ~ Community Development Fees

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|--|---|----------------------------------|
| Building Division | | |
| F. Special Services & Inspections | | |
| Application for the Appeals Board Review | No Charge | \$125.00 |
| 3. Electrical Permit Fees | | |
| C-1 Commercial Construction | Based on actual number of fixtures, outlets, etc. | \$0.06/sq.ft |
| Planning Division | | |
| 2. Subdivisions | | |
| H. DRC applications that require Planning Commission Approval | No specific fee established | \$1,755.00 |
| 5. Others | | |
| A. Pre-application Conference Fee | \$105.00 | Actual cost |

Town of Los Gatos ~ Community Services Fees

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|----------------------------|--|---|
|----------------------------|--|---|

No changes proposed.

Town of Los Gatos ~ Library Fees

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|----------------------------|--|---|
|----------------------------|--|---|

No changes proposed.

Town of Los Gatos ~ Parks & Public Works Fees

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|---|--|--|
| <u>General and Administrative Fees</u> | | |
| Digital topography and photography | \$1,500.00 per acre to owner's property | Fee structure changed* |
| Aerial photographs and topography of property onto a CD Note: These items are not field survey documents | \$3,000.00 per acre to owner's property | Fee structure changed* |
| * Fee structure changed to: | | |
| Data Duplication Services and Fees | | |
| For partial or full copies of each digital standard | | |
| Town data file on one-time request basis: | | |
| 8x11 copy, standard printer | No Charge | \$25.00 per digital file |
| larger format, using plotter | No Charge | \$75.00 per digital file |
| electronis copy on CD | No Charge | \$100.00 per digital file |
| <u>Parks Program Fees</u> | | |
| <u>Park Use Permit</u> | | |
| Park uses not covered by picnic use fees: | | |
| Resident | \$46.00 | \$60.00 |
| Non-Resident | \$61.00 | \$80.00 |
| <u>Specific Park Use Fee</u> | | |
| Group BBQ Area | | |
| Resident (1 group site) | \$41.00 | \$75.00 per site |
| Non-Resident (1 group site) | \$76.00 | \$100.00 per site |
| Resident (2 group sites) | \$41.00 | Fee Structure Change to \$75.00 per site |
| Non-Resident (2 group sites) | \$76.00 | Fee Structure Change to \$100.00 per site |

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|--|----------------------------------|----------------------------------|
| Organized Recreational Activity | | |
| Multiple data use for ongoing recreational/ educational purposes | | |
| Non-Profit | \$46.00 | \$60.00 |
| For Profit | \$61.00 | \$80.00 |
| Use of Bandstand (Oak Meadow) | | |
| Non-Profit | | |
| Resident | \$41.00 | \$55.00 |
| Non-resident | \$81.00 | \$110.00 |
| Private Parties | | |
| Resident | \$61.00 | \$80.00 |
| Non-resident | \$122.00 | \$160.00 |
| Vehicle Escort Fee | | |
| Resident | \$46.00 | \$60.00 |
| Non-resident | \$61.00 | \$80.00 |
| Parking Fee | | |
| Resident | No Charge | \$5.00 per vehicle |
| <u>Tree Related Fees</u> | | |
| Tree Removal Permit Application | | |
| Remove one tree | \$101.00 | \$110.00 |
| Additional tree removal fee | \$50.50/ each additional tree | \$55.00/ each additional tree |
| Illegal Tree Removal Administration Fee | \$203.00 | \$220.00 |
| <u>Engineering Program</u> | | |
| <u>Engineering Plan Check Fees (Public Improvements & Grading Permits)</u> | | |
| Application Fee | \$203.00 | \$235.00 |

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|---|---------------------------------|--|
| <u>Additional Engineering Plan Check Fees</u> | | |
| Pre-application Conference Fee | No Charge | Actual Cost |
| <u>Engineering Subdivision Map Checking</u> | | |
| 1-4 lots | \$2,000.00 | \$2,600.00 |
| 5 or more lots | \$3,000.00 | \$4,750.00 |
| <u>Engineering Reversion to Acreage</u> | | |
| Map Check | \$800.00 | \$935.00 |
| <u>Engineering Lot Merger</u> | | |
| Certificate | \$600.00 | \$700.00 |
| Map Checking | \$1,040.00 | \$1,200.00 |
| <u>Engineering Lot Line Adjustments</u> | | |
| Certificate | \$600.00 | \$700.00 |
| Map Checking | \$1,040.00 | \$1,200.00 |
| <u>Certificate of Compliance</u> | | |
| Certificate review and preparation | \$645.00 | \$750.00 |
| <u>Abandon Excess Public Right-of-Way</u> | | |
| Application Fee | \$645.00 | \$750.00 |
| Processing Fee | \$2,180.00 | \$2,500.00 |
| <u>Abandon Excess Public Easement</u> | | |
| Application Fee | \$344.00 | \$400.00 |
| Processing Fee | \$1,370.00 | \$1,600.00 |
| <u>Traffic Related Fees</u> | | |
| Site Distance Analysis | No Charge | \$150.00 per review, not to exceed two (2) hours. Actual cost for staff time when analysis exceeds two hours. |

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|--|---------------------------------|---|
| <u>Request for Services Not Covered by Any Other Fee</u> | No Charge | Actual Cost employee and equipment |
| <u>Streets Program</u> | | |
| Special Event Fees | No Charge | Actual Cost of employee and equipment |

Town of Los Gatos ~ Police Fees

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|--|--|--|
| Report Copies | \$15.00 | \$20.00 |
| Photographs | \$32.00 | \$46.00 |
| Vehicle Release | \$150.00 | \$232.00 |
| Clearance Letters | \$40.00 | \$46.00 |
| Tow Truck Service Permit-Initial | \$350.00 | \$429.00 |
| Tow Truck Service Permit-Renewal | \$250.00 | \$429.00 |
| Tow Truck Driver's Permit-Initial | \$120.00 plus DOJ fingerprinting fee | \$126.00 plus DOJ fingerprinting fee |
| Tow Truck Driver's Permit-Renewal | \$75.00 | \$126.00 |
| Bingo Permit | \$50.00 | \$143.00 |
| Concealed Weapons Initial Permit | \$100.00 plus DOJ fingerprinting fee | \$136.00 plus DOJ fingerprinting fee |
| Concealed Weapons Initial Permit Renewal California Penal Code Section 12050.20 | \$25 | \$59.00 |
| Fortune Telling Registration | \$180.00 | \$309.00 |
| Horse Drawn Vehicle-Application Fee | \$98.00 | \$150.00 |

| <u>Fee Category</u> | <u>Adopted FY 04/05 Fee</u> | <u>Proposed FY 05/06 Fee</u> |
|--|---------------------------------|----------------------------------|
| Horse Drawn Vehicle-Driver's Permit | \$50.00 | \$100.00 |
| Horse Drawn Vehicle-Vehicle Permit | \$50.00 | \$100.00 |
| Horse Drawn Vehicle-Renewal | \$50.00 | \$100.00 |
| Special Event | | |
| For Profit | \$400.00 | \$710.00 |
| Not-for-Profit Groups | \$100.00 | \$289.00 |
| Motion Picture/Television/Commercial Still Photo | | |
| For-Profit Groups | \$400.00 | \$443.00 |
| Not-for-Profit Groups | \$100.00 | \$110.00 |
| False Alarm Response | | |
| 3rd false alarm | \$75.00 | \$100.00 |
| 4th false alarm | \$150.00 | \$200.00 |
| 5th false alarm | \$250.00 | \$300.00 |
| 6th and subsequent false alarms | \$250.00 | \$300.00 |
| Non-Los Gatos Cite Sign Off | \$10.00 | \$15.00 |
| Fingerprinting | \$20.00 | \$25.00 |
| Photographs on CD | N/A | \$46.00 |
| Copy of Video Tape | N/A | \$46.00 |
| Copy of Audio Tape | N/A | \$46.00 |
| Bicycle License | \$2.00 | \$3.00 |
| Parking Permit | | |
| Special Event - One Day | \$5.00 | \$10.00 |
| Special Event - Each Additional Day | \$1.00 | \$2.00 |
| Annual Resident | \$25.00 | \$35.00 |
| Lost Permit Replacement | \$25.00 | \$30.00 |
| Damaged Permit Replacement | \$10.00 | \$15.00 |